

# Letter of Production Capacity Adjustment

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of an adjustment to our production capacity at [Your Company Name]. After a thorough analysis of our current operations and market demand, we have decided to [increase/decrease] our production capacity by [percentage or amount].

This adjustment will take effect on [effective date] and is aimed at [briefly explain the reason, e.g., meeting customer demands, optimizing efficiency]. We are committed to maintaining the quality of our products during this transition and will ensure that we keep our customers informed about any changes that may arise.

If you have any questions or need further information, please do not hesitate to contact me directly at [Your Email] or [Your Phone Number].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Contact Information]